

**Subject: Information note issued by Progettare Zerosei S.r.l. to clients and suppliers,
pursuant to art. 13 of Italian Legislative Decree D. Lgs. 196/2003**

This new information note, drafted pursuant to art. 13 of Italian Legislative Decree D.Lgs. 196/2003, is issued as a result of the amendments laid down in Law Decree D.L. No. 201 dated 6 December 2011, by which significant changes have been introduced to some normative definitions.

This new information note is intended to update all previously issued versions.

The foregoing being said, it is hereby specified as follows:

- 1) as an effect of and during the business relationship with our clients, our company shall collect and process personal data from the clients;
- 2) for the sake of transparency, please find below the definitions laid down in Italian Legislative Decree D. Lgs. 196/2003.

Processing: any operation, including operations performed without the help of electronic devices, concerning the collection, recording, sorting, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, disclosure, erasure and destruction of data.

Personal data: any information relating to a natural person, either identified or identifiable, even indirectly, by means of reference to any other information, including a personal identification number.

Pursuant to art. 13 of Italian Legislative Decree D. Lgs. 196/2003 (Personal Data Protection Code),

we hereby inform you

that your personal data shall be collected and processed by our company in conformity with the principles below.

- a) **Purpose(s):** data shall be processed for the purpose of correctly fulfilling accounting, tax, commercial, technical requirements and all the company operations generally concerning the business relationship in place.
- b) **Advertising purpose:** data may also be used, after receiving your specific and explicit consent, for the sending of advertising material/communications by mail, email, fax, sms and similar media. Although you have given your consent, you are in any case entitled to object, at any time and free of charge, to processing of your personal data for the purpose explained herein.
- c) **Processing method(s):** data shall be processed using both paper and electronic/computer/remote tools/supports fully in compliance with the laws and in accordance with the principles of lawfulness and fairness, and in such way that your privacy is safeguarded.
- d) **Optional provision:** the provision of data is optional and not mandatory.
- e) **Consequences in the event of refusal:** should you refuse to provide your personal data, or fully object to its processing, any business relationship or any other type of relationship with our company whatsoever may be discontinued; refusal to use your personal data for the purpose of sending advertising material/communications shall, on the other hand, have no impact on our existing or future relationships.
- f) **Entities or categories of entities to which data may be communicated or disclosed:** data may be communicated to third parties for the exclusive purpose of fulfilling either statutory or contractual obligations. Data shall in no way be disseminated.
- g) **Company data controllers and processors:** data shall be processed exclusively by the company data controllers and processors from the administration and sales departments.
- h) **Rights of the data subject:** the data subject enjoys all the rights laid down in art. 7, whose full text is attached at the end of this information note, which forms an integral part hereto.
- i) **Owner:** the owner of the processed data is Progettare Zerosei S.r.l., having its place of business in Reggio Emilia (Italy), Via A. Gramsci 54/V, as represented by its *pro tempore* legal representative.

This information note may be supplemented, either verbally or in writing, with additional elements and indications in order to fulfil any and all informative requirements you may have as regards "Privacy" and to comply with normative evolutions.

Reggio Emilia, 09/03/2017

The Owner of the Processed Data
Progettare Zerosei S.r.l.

Art. 7 of Italian Legislative Decree D. Lgs. 196/2003 (Right to access personal data and other rights)

1. The data subject shall have the right to obtain confirmation as to whether or not personal data concerning him/her exist and communication of such data in intelligible form.
2. The data subject shall have the right to obtain an indication regarding a) the source of the personal data processed, b) the purposes and methods of data processing, c) the logic applied if data is processed using electronic media, d) information to identify the owner, controllers and the representative appointed as specified in article 5, para. 2, e) the entities and categories of entities to which personal data may be communicated or which may get to know personal data in their capacity as designated representative within the State territory, controllers or processors.
3. The data subject is entitled to obtain a) updating, rectification or, where interested therein, integration of data, b) erasure, anonymization or blocking of processed data in breach of the law, including data which do not need to be stored in relation to the purposes for which data was collected or later processed, c) a certification that the operations specified in items a) and b), and their contents, have been disclosed to any entity to which data has been disclosed or disseminated, except for cases where notification proves impossible or requires the use of means that are manifestly disproportionate to the protected right.
4. The data subject has the right to object, in whole or in part, a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection, b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.